

**STATE OF CONNECTICUT
DEPARTMENT OF SOCIAL SERVICES
BUREAU OF REHABILITATION SERVICES**

VOCATIONAL REHABILITATION SUPERVISOR

POSTING DATE: September 16, 2010

CLOSING DATE: September 30, 2010

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

The Department of Social Services is presently recruiting to fill a vacant Vocational Rehabilitation Supervisor position located in the Southern Region of its Bureau of Rehabilitation Services (BRS) Division.

POSITION: Vocational Rehabilitation Supervisor

OPEN TO: Current State Employees and the Public

BARGAINING UNIT: P-3B Education Professions

SALARY RANGE: \$67,362.00 - \$87,683.00 (EB28)

LOCATION: Bureau of Rehabilitation Services
Southern Region

SUMMARY OF CLASS: In the Bureau of Rehabilitation Services is responsible for the administrative supervision of a staff of rehabilitation counselors and/or may be responsible for the administration of a local area service office.

SUPERVISION RECEIVED: Works under the direction of the Vocational Rehabilitation District Director in a large district office or may serve as administrator of a small local area service office.

RESPONSIBILITIES: In a large district office, supervises, guides and advises counselors in all phases of rehabilitation case work; reviews reports and case records for uniformity in the application of policies and standards of service; coordinates all programs and services to provide maximum effective service to clients; identifies in-service training and staff development needs for technical and clerical personnel; may plan, organize and direct all activities in a small local area service office of the Bureau of Rehabilitation Services; may represent the Bureau in community relations activities and speak before lay and professional groups; prepares progress and statistical reports and submits to District Director or central office as required; does related work as required.

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KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of vocational rehabilitation principles, methods and procedures and current developments; knowledge of personnel supervision, administrative techniques and office management as related to a complete rehabilitation program; knowledge of current social legislation including federal and state laws pertaining to the rehabilitation of handicapped persons; knowledge of in-service training; knowledge of community organizations and other resources available to disabled persons; ability in written and oral expression.

EXPERIENCE AND TRAINING: A Master's degree in rehabilitation counseling, vocational guidance or related behavioral or social science; plus one (1) year of additional education in vocational rehabilitation and five (5) years of progressively responsible employment in vocational rehabilitation counseling including at least (2) years in a supervisory capacity.

Note - For employees of the Connecticut Bureau of Rehabilitation Services seven (7) years of employment as a Vocational Rehabilitation Counselor may be substituted for the graduate study requirement.

APPLICATION PROCEDURE: To apply you must submit an original fully completed and signed State of Connecticut Application (Form PLD-1) in order to be considered for an interview. The PLD-1 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services website at: [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). When you complete your PLD-1 application form please be sure to indicate the title of the specific position for which you are applying in the Examination Title box of the form. When faxing materials, please keep a copy of your completed application and the fax transmittal receipt for your records. Do not mail a copy of your application form if you have faxed the materials. Please either mail or fax your completed original State of Connecticut Application (Form PLD -1) and a Resume to:

Melvin A. Jackson, Principal Human Resources Specialist
Department of Social Services
25 Sigourney Street, Hartford, CT 06106-5033
FAX : (860) 951-2979

APPLICATIONS AND RESUMES MUST BE RECEIVED BY SEPTEMBER 30, 2010

THE DEPARTMENT OF SOCIAL SERVICES IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER